



TOWN of NANTUCKET

WEEKLY TIMESHEET

Employee Name: _____ Week Ending: _____

	AM		PM		Hours Worked	Leave Used Or Other Time	
Day	In	Out	In	Out	Total	Hours	Code*
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

****Total Hours Worked:** _____

Employee Signature: _____

Department Head Signature: _____

***Leave Codes**

Bereavement Leave.....B

Comp TimeC

Family LeaveF

Holiday.....H

Jury DutyJ

Leave of AbsenceL

Military Leave.....M

Personal LeaveP

Sick Leave.....S

Vacation.....V

Other.....O

**** Total hours worked includes vacation, holiday hours and comp time.**